

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

ANSWER/RESPONSE

Answers and Responsive type documents are often filed by parties in Bankruptcy cases. The following instructions will guide you through the process to successfully file a responsive pleading in the CM/ECF system.

STEP 1 Click *Obj/Resp/Invol Answer* in the Bankruptcy category types (see figure 1)



figure 1

STEP 2 Enter the case number. Click Next.

STEP 3 Select the type of responsive pleading you are filing by clicking on the category in the drop down box. Click Next. (see figure 2)

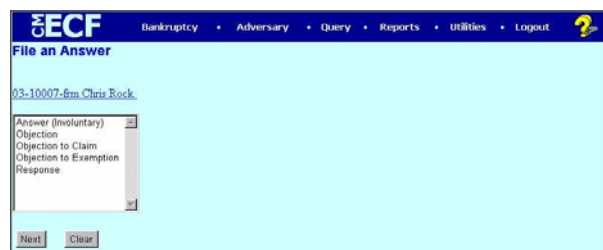


figure 2

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- STEP 4** **Select Party Filer from the Party Filer Screen. If the party filer does not appear in the drop down box, select *Add/Create New Party* and follow instructions in the Motions/Applications Procedure. (see figure 3)**



The screenshot shows the 'File an Answer' screen in the CM/ECF system. The header includes the CM/ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the header, the text 'File an Answer:' is followed by a link '03-10007-fm Chris Rock'. The main section is titled 'Select the Party:' and contains a dropdown menu. The dropdown menu is open, showing a list of parties: Chase Manhattan Bank, [Creditor]; Cook Sales, Inc., [Creditor]; Laughlin, Inc., [Creditor]; Milligan, Marsha G [Trustee]; Porsche Financial, Inc., [Creditor]; Rock, Chris [Debtor]; The Comedy Club, Inc., [Creditor]; and United States Trustee - AU7, [U.S. Trustee]. To the right of the dropdown menu is a link 'Add/Create New Party'. At the bottom of the screen are 'Next' and 'Clear' buttons.

figure 3

- STEP 5** **The Browse for a Document Screen appears. Browse and select the appropriate document to be filed. Click Next.**

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STEP 6 When objections, responses, amended motions/documents are filed, a link should be created for reporting purposes and to create hypertext links within docket entries. Select the *type* of document which generated the responsive pleading. Additionally a range of document file dates AND/OR document numbers can be entered to prevent the entire category of documents from appearing. Click Next. (see figure 4)

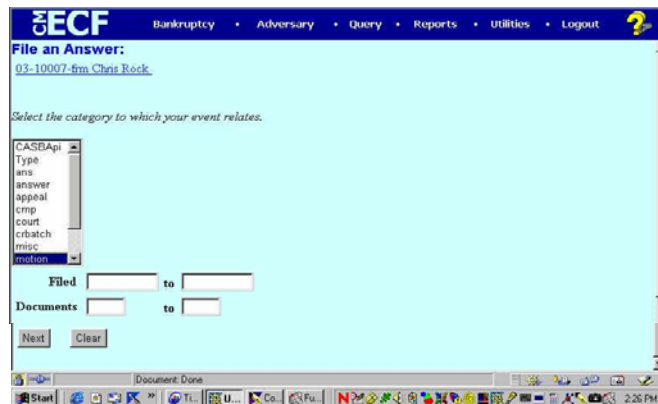


figure 4

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STEP 7 **Select the *exact* document to which you are responding. If the document does not appear, the incorrect document type was selected. Use the BACK button to make corrections. Click Next. (See figure 5)**

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File an Answer:
[03-10007-fm Chris Rock](#)

Select the appropriate event(s) to which your event relates:

☐ 03/05/2003 13 Motion for Relief from Stay (15 Day Objection Language) (Filing Fee: \$ 75, Receipt # cc.) filed by Joe Shark for Creditor The Comedy Club, Inc. (Shark, Joe)

☒ 03/10/2003 14 Motion for Relief from Stay (15 Day Day Objection Language) (Filing Fee: \$ 75, Receipt # cc.) filed by David H. Williams for Creditor Laughs, Inc. (Williams, David)

Next Clear

figure 5

STEP 8 **The Modify Text Window Screen appears. Review text for errors. If the document needs further description review the drop down box. Leave blank if unnecessary. Click Next (see figure 6)**

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File an Answer:
[03-10007-fm Chris Rock](#)

Docket Text: Modify as Appropriate.

Response Filed by Joe Shark for Debtor Chris Rock (Shark, Joe) (related document(s): [14] Motion for Relief from Stay (15 Day Day Objection Language) (Filing Fee: \$ 75, Receipt # cc.) filed by David H. Williams for Creditor Laughs, Inc. (Williams, David))

Next Clear

figure 6

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STEP 9 The Final Docket Text Window Screen appears. This is the last opportunity to make any corrections using the *BACK* button. Clicking [Next] on this screen commits the transaction to the system and can only be modified by Court staff. Please make sure the entry is correct before clicking Next. (see figure 7)

The screenshot shows the 'File an Answer' screen in the CM/ECF system. The header includes the 'ECF' logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the header, the text 'File an Answer:' is followed by a link '03-10007-firm Chris Rock'. A shaded box displays the 'Docket Text: Final Text' entry: 'Response Filed by Joe Shark for Debtor Chris Rock (Shark, Joe) (related document(s): [14] Motion for Relief from Stay (15 Day Day Objection Language) (Filing Fee: \$ 75, Receipt # cc.) filed by David H. Williams for Creditor Laughs, Inc. (Williams, David))'. Below this, an attention message states: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom are 'Next' and 'Clear' buttons.

figure 7

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STEP 10 **The Notice of Electronic Filing Screen appears which assigns a document number to the entry. Electronic notification information also appears on this screen along with hypertext links to the docket sheet and the document attached to this entry. (see figure 8)**

The screenshot shows the CM/ECF web interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the bar, the page title is "File an Answer:" followed by a link "03-10007-fm Chris Rock". The main content area has a light blue background and contains the following text:

U.S. Bankruptcy Court
Western District of Texas

Notice of Electronic Filing

The following transaction was received from Shark, Joe entered on 3/20/2003 at 3:03 PM CST and filed on 3/20/2003

Case Name: Chris Rock
Case Number: [03-10007-fm](#)
Document Number: [17](#)

Docket Text:
Response Filed by Joe Shark for Debtor Chris Rock (Shark, Joe) (related document(s): [14] Motion for Relief from Stay (15 Day Day Objection Language) (Filing Fee: \$ 75, Receipt # cc.) filed by David H. Williams for Creditor Laughs, Inc. (Williams, David))

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:N\752-signed.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=988230274 [Date=3/20/2003] [FileNumber=45322-0] [296e11df0de02613a3d7b7b82ff70209ef2caf295d98cae6589ba5d9d245658bc154cb332b61bdea82bc35cc5fb58c7fa21e286cf723dfa11173654334028b1]]

03-10007-fm Notice will be electronically mailed to:

Loretta A. Sugarplum tina_warren@txrb.uscourts.gov

David H. Williams dwilliams21@saxr.com, david_h_williams@txrb.uscourts.gov

03-10007-fm Notice will not be electronically mailed to:

[Marsha G Milligan](#)

figure 8